

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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September 9, 2003

FROM: DONALD WILLIAMSON
Assessor
LARRY WALKER
Auditor/Controller-Recorder

SUBJECT: UPGRADE LAN IN ASSESSOR'S OFFICE

RECOMMENDATIONS:

1. Authorize the Purchasing Agent to issue a purchase order to SBC DataComm in the amount of \$79,086 to replace aging LAN components in the Assessor's Office.
2. Authorize Auditor/Controller-Recorder to transfer appropriations in the Recorder's Special Revenue Fund's FY 2003-04 budget as detailed in the Financial Impact section.

BACKGROUND INFORMATION: In February 2003, one of the LAN components in the Assessor's Office failed and prevented all of the staff from accessing the County WAN. Since over 90% of the staff is reliant on the centralized mainframe, this prevented them from performing their normal duties. Fortunately, ISD staff responded quickly and assisted in repairing a failed LAN network switch.

As a result of this event, a request was made to ISD to analyze the Assessor LAN and identify any high-risk areas. The findings included several concern areas with respect to the LAN and recommended the LAN be upgraded to current technology to avoid another failure. Specific concerns include: the existing LAN switches will no longer be supported by the vendor (Cisco) after June 2003, the LAN is slow and a "bottleneck" for information transfer, and, unless upgraded, will continue to fail.

The Assessor's Office is modifying its systems to allow processing of recorded documents from electronic images rather than paper copies. The image files are relatively large and require a high-speed, reliable network in order to accommodate projected increases in traffic load.

As per County procurement guidelines, several quotes were pursued and 4 vendors replied to the request. SBC DataComm presented the lowest bid.

REVIEW BY OTHERS: The proposed action has been reviewed by the Auditor-Controller/Recorder (Betsy Starbuck, Assistant Auditor-Controller) on August 25, 2003; and the County Administrative Office (Valerie Clay, Deputy Administrative Officer) on August 26, 2003; and ISD (Leyden Hahn, Chief Information Officer) on August 27, 2003.

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FINANCIAL IMPACT: The Recorder's Office has determined that upgrading the LAN in the Assessor's Office will allow the Recorder to continue to send its images electronically, rather than returning to the practice of sending paper copies. Approval of this purchase will require the following adjustment to the Recorder's FY 2003-04 budget to allow for this fixed asset purchase:

INCREASE

SDW	REC	REC	440	4040	Equipment	\$79,086
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DECREASE

SDW	REC	REC	200	2445	Other Professional Services	\$79,086
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There is no impact to the Assessor's budget or to the General Fund.

COST REDUCTION REVIEW: This item has been reviewed and approved by the County Administrative Office and is recommended as it will continue to allow the electronic transfer of images from the Recorder to the Assessor, with no cost to the General Fund.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mark Mosher, Dept. IS Manager, 387-6584